

Michigan Department of Human Services



DHS AWOLP Policy Summary

Within 1 Hour

- Missing person report filed with law enforcement agency from jurisdiction child went missing from

Within 24 Hours/1 Business Day

- Notify court and obtain order to place into protective custody
- Notify Lawyer-guardian ad litem (LGAL)/parents if appropriate
- Change placement code in SWSS FAJ to 20-AWOLP

DHS AWOLP Policy Summary

Within 24 Hours/1 Business Day

- Ensure current child photo is available in SWSS FAJ
- Ensure child's physical descriptors are updated in SWSS FAJ-Child Information Section
- Complete Unauthorized Leave Report (DHS-3198A)
- End payments in SWSS FAJ
- Verify child was entered in LEIN as missing person


DHS AWOLP Policy Summary

Within 48 Hours/2 Business Days

- Complete diligent search for the missing child
 - Contact school/flag school records
 - Contact friend and family of child
 - Complete automated systems checks (SWSS, CIMS, LEIN, SOS)
 - Review medical passport and contact physician/pharmacy if appropriate
 - Contact Child Locator Unit for assistance

DHS AWOLP Policy Summary

Quarterly

- Diligent search for the child must be completed at a minimum during every reporting period.
 - Results of diligent search should be documented and shared with the court, Child Locator Unit and law enforcement for follow up.
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DHS AWOLP Bulletins

Bulletin Overview

- Policy and procedure changes
- County AWOLP Coordinators
- Photos in SWSS
- LEIN entry and removal procedures
- Child Locator Unit functions
- National Center for Missing and Exploited Children
- Amber Alert criteria

DHS AWOLP Bulletins

- AWOLP Bulletins can be reviewed on the DHS Web site at:

<http://intranet-01.mfia.state.mi.us/AWOLP/AWOLP.html>

Child Locator Unit (CLU)

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Child Locator Unit

Collaborate and Coordinate Efforts With

- Law Enforcement
 - Courts
 - National Center for Missing and Exploited Children (NCMEC)
 - State Clearinghouses
 - DHS County Offices
 - Department of Corrections
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Child Locator Unit

- Contact appropriate law enforcement agency for assistance if one is not already involved.
- Complete diligent search for missing child by utilizing available data bases.
- Forward leads to law enforcement/DHS local office
- Verify AWOLP youth entered in LEIN (Law Enforcement Information Network)/NCIC (National Crime Information Center) and assist field with LEIN entry problems.
- Maintain DHS Missing Children web site

Missing Children Web Site

DHS Web Site

➤ <http://www.mfia.state.mi.us/awol/>

Tip Line:

1-866-729-0026 (24/7)

517-335-6945 or 517-335-6944 (M-F, 8-5)



Missing Children Web Site

What CLU Needs

- Current, good quality, photo of child available in SWSS FAJ
- No Photo of child, try school records CA-60
- Updated physical characteristics of child in SWSS FAJ:
 - Hair color, eye color
 - Height, weight
 - Tattoo's/body piercing or other distinguishing characteristics


Diligent Search

- SWSS
- CIMS
- Accurint
- Entersect
- LEIN
- MIDRS
- SNAP
- Internet Search's (MySpace, Tagged, Facebook, etc.)

MCL 28.258

- Uniform Crime Reporting System, Act 319 of 1968, requires that after law enforcement agencies receive a missing person report and complete a preliminary investigation, they shall enter missing children under the age of 17 into LEIN/NCIC immediately.
- Prohibits law enforcement from maintaining a policy that prevents an immediate investigation of a missing child.

LEIN Entry

- “Missing Endangered” LEIN entry should occur immediately for AWOLP youth. There is no waiting period.
 - “Missing Endangered” entry can occur until age 21, per Suzanne’s Law.
 - LEIN removal when child is located
 - Only court or law enforcement agency can make the missing person LEIN entry/removal.
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Suzanne's Law

- Amends Section 3701(a) of the Crime Control Act of 1990 so that there is no waiting period before a law enforcement agency initiates an investigation of a missing person under the age of 21.
- Reports the missing person to the National Crime Information Center of the Department of Justice.

Helpful Resources

- National Center for Missing and Exploited Children
1-800-THE-LOST www.missingkids.com
- Amber Alert
www.amberalertmichigan.org
- A Child is Missing Program
888-875-2246 www.achildismissing.org.
- Missing Child State Clearinghouses
Contact Child Locator Unit for specific State Clearinghouse information

National Center for Missing and Exploited Children (NCMEC)

- Technical Case Assistance
 - 24-Hour Hotline
 - Leads, Sightings and Information Dissemination
 - Photograph, Poster Preparation and Rapid Distribution
 - Age Enhancement Photo Reconstruction
 - Expert Investigative On-Site Assistance
 - Information Analysis Services
 - Queries and Database Searches
 - Forensic Services
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NCMEC Referral Information

- Referrals to the NCMEC can be made by either CPS/Foster Care Workers or Law Enforcement.
- Child must have been reported as a missing person to law enforcement and have a valid LEIN/NCIC entry to make a referral.

Contact: 1-800-THE-LOST



Amber Alert Criteria

Child must be under 17 and one or more of the following circumstances exist:

- The child is a victim of stranger or acquaintance kidnapping.
- The child is in the company of a person who has a confirmed criminal history of child abuse/neglect, sexual assault, domestic assault, or a crime involving the victimization of children, or has made statements of intent to harm the missing child, or is suicidal.

Amber Alert Criteria

- Child has a mental or physical disability that greatly impairs the child's ability to care for him/herself.
- The child has been abducted by a non-custodial parent whose parental rights have been terminated by a court.
 - The Michigan State Police is the only agency that can authorize and issue an Amber Alert.
 - If you believe that Amber Alert criteria is met, this should be discussed with law enforcement at the time the missing person report is made.


A Child is Missing Program

- Allows a central agency to send out 1,000 phone calls in 60 seconds to area residents and businesses where the child was last seen.
- Recorded message describes circumstances surrounding the child's disappearance and enlists the public's help in looking for the child.
- Alert is issued within 15 minutes of referral from law enforcement
- 888-875-2246 <http://www.achildismissing.org>.


Missing Child Clearinghouses

- Each state has a missing child clearinghouse.
- Can be utilized when AWOLP child is believed to have left the state
- Will coordinate with appropriate law enforcement agencies to locate the AWOLP child

Missing Child Clearinghouses

- Assistance can be requested by investigating law enforcement agency or foster care worker
 - LEIN/NCIC entry
 - Valid apprehension order from court to place the child in protective custody
 - Forward required information to Clearinghouse
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Michigan Missing Child Clearinghouse

- Provides information and referral resources to the public, law enforcement and other state clearinghouses.
 - Ensures that law enforcement agencies follow the mandates of the law regarding immediate LEIN/NCIC entry.
 - Assists in issuing Amber Alerts
 - LOCATER Program
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Michigan Missing Child Clearinghouse

Contact Information:

517-241-7183

517-241-8000 (24 hour/emergency)



AWOLP's Located Out of State

- Funding for the return of AWOLP children must come out of county funds.
- If county funds are depleted Zone Office can be contacted for assistance.
- Children located out of state must be picked up as soon as possible.

AWOLP Enhancements

- Created CPS AWOLP Policy
- Created AWOLP procedural checklist
- Bridges flag on AWOLP children
- Use of MIDRS photos for DHS Missing Children web site.

AWOLP Enhancements

- Created policy on how the field should proceed in cases when a foster child is arrested.
- Changes to DHS Missing Child web site
 - Add an “Other Information” category
 - Add more detailed geographical information about where the child went AWOLP from

➤ **DHS AWOLP CHECKLIST-CHILD MISSING**

➤ **Within 1 Hour:**

- Missing Person Report filed with law enforcement.
- Review Amber Alert Criteria, as provided in AWOLP Bulletin 13. If criteria is met
- contact law enforcement and request that an Amber Alert is issued.

➤ **Within 24 Hours/1 Business Day:**

- Notify court and obtain an Order to Take into Protective Custody.
- Notify Lawyer-guardian ad litem (LGAL).
- Notify parents, if appropriate.
- Child placement code in SWSS FAJ changed to 20-AWOLP.
- Ensure SWSS FAJ-Child Information Section has a current photo (within last year) of
- the child and that the child's height, weight, hair and eye color are entered accurately.
- If no photo is available and child is school age, check school records CA-60.
- Complete the Unauthorized Leave Report (DHS-3198A) in Placement Section of
- SWSS FAJ.
- End payment for placement in Payment Module in SWSS FAJ-according to
- CFF 903-7, Placement Interruptions.
- Verify that child was entered in LEIN as a missing person.

➤ **Within 48 Hours/2 Business Days:**

- Complete diligent search for child (this must be done at least once every
- reporting period.)
 - Contact school
 - Contact friends of child
 - Contact family members of child
- Contact Child Locator Unit for assistance at 517-335-9644 or
- 517-335-6945.
- Contact National Center for Missing and Exploited Children at
- 1-800-THE-LOST.
- ****AWOLP Policy can be reviewed in Foster Care Manual under***
- ***CFF 722-3(P. 24-28) and in the Child's Protective Services Manual under***
- ***CFP 715-3 (p.7-10).***

- **DHS AWOLP CHECKLIST-CHILD LOCATED**
- **Notify court that child has returned/Order to Place into Protective Custody canceled.**
- **Notify law enforcement that child has been located and verify that all missing person LEIN entries have been removed.**
- **Update SWSS FAJ placement section by ending AWOLP placement and adding new placement.**
- **Contact National Center for Missing and Exploited Children and report that child has been located.**